

# **eWiSACWIS Release 5.0**

## **February 14, 2014**

Within this document you will find the release summary of eWiSACWIS (Release 5.0) system changes and enhancements. This summary includes changes that impact workflow, data entry, procedures, and reporting. Some of the changes are the result of: policy change(s), Wisconsin's Program Improvement Plan (PIP), Program Team input, and issues reported to the help desk by system users. As a direct result of user feedback, the incidents have been arranged into 4 main eWiSACWIS genres: **General Application, Financial, Provider, and Report** changes. Within these genres the incidents are grouped by topic. The intent of the change is to allow you to quickly focus in on those areas that affect your work the most. Overall, the purpose of this information is to provide users with an overview of pertinent eWiSACWIS changes. Where appropriate, "How Do I" and "Quick Reference" guides will be created and can be accessed on the eWiSACWIS Knowledge Web for more specific usage of the application and new functionality.

**Among other information, the eWiSACWIS Knowledge Web will continue to host the following:**

- **Release Notes**
- **Detailed Release Summaries**
- **Program Activity Workshop/Technical Activity Workshop (PAW/TAW) Content**
- **CPS Standards**
- **Template Mapping Documents**
- **Quick Reference Guides**
- **"How Do I" Guides**
- **Contact Information**

## General Application

Topic	Description
<b>Adoptions</b>	<p>The following changes were made to the Adoption Assistance Agreement Amendment to support policy and user requests:</p> <ul style="list-style-type: none"> <li>○ The entry of the Basic Amount for a \$0 at risk child has been moved to a new field (New Basic Amount) in the Amended Agreement Information section and dynamically displays when applicable.</li> <li>○ A new field (New Supplemental Amount) has been added to the Amended Agreement Information section and prefills with the new supplemental amount calculated on the new Amended Agreement.</li> <li>○ Two new fields, Supervisory Approval Date and Supervisor Name, have been added to the Decision section of the page. Workers will be unable to generate approval or denial documents until this has been entered. Both fields are required upon approval.</li> <li>○ Denied amendment requests will now save with the original effective date of the Amendment instead of the approval date.</li> <li>○ The Received Date is no longer enabled or required when the location of a Child Abuse and Neglect Background Check is 'eWiSACWIS'.</li> <li>○ When an Amendment Decision is 'Denied' only the Amended Agreement Request Received is required to be documented.</li> <li>○ The Appeals Override Decision and Hearing Documentation group boxes have been renamed Override Decision and Override Documentation, respectively.</li> <li>○ A new value of Override Rate Without Appeal has been added to the Override Reason and does not require appeals documentation to be entered.</li> <li>○ The Override Reason of 'Denial Overridden-Approved' has been renamed to 'Denial Overturned'.</li> <li>○ All text entered in the Override Decision Comments box is now viewable by scroll bar after an Amended Agreement is approved.</li> </ul>
<b>Assessment</b>	<p>When a Serious Incident Notification is associated to an assessment, a 90-Day Summary Report is now required in order to approve the assessment. Please note the 90-Day Summary Report may be associated with the Access Report.</p> <p>Workers are now able to switch back and forth between IA-Primary and IA-Secondary Non Caregiver assessment types.</p>
<b>Case/Permanency Plan</b>	<p>Workers are able to "Revise" an approved Case/Permanency Plan within 30 days of the Review/Hearing, allowing workers to update Goals as ordered by the court without creating a new Permanency Plan. The Revised option appears under the Options dropdown on approved Permanency Plans that qualify.</p> <p>On the Goals &amp; Services page, workers can select and display more than one Case Participant/Collateral as the Responsible Person/Provider.</p> <p>The Actionable Items page now displays Actionable Items by items for Child/Youth, Parent/Caregiver and Identified Permanent Resource instead of grouped by CANS rating.</p>

<b>Case/Permanency Plan (cont.)</b>	<p>Changes have been made to the Case/Permanency Plan, listed below by tab name within the Case/Permanency Plan.</p> <p><b>Basic</b></p> <ul style="list-style-type: none"> <li>○ The pre-fill logic for the Public Defender / Attorney for Child field on the Permanency Plan now pre-fills with anyone documented as a lawyer for the child.</li> </ul> <p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>○ The date of last face-to-face contact for the child, mother, and father now display “By Designee” for contacts made by a designee.</li> <li>○ The father field is relocated to the same line as the Out-of-home-care provider in order to make room for the additional information.</li> </ul> <p><b>Placement</b></p> <ul style="list-style-type: none"> <li>○ The complete placement history now displays on the Case/Permanency Plan page and the Permanency Plan template.</li> <li>○ To support policy, you will be required to document a relative on relative search when the child is indicated as being placed with a relative.</li> <li>○ A new Details flare on the Placement Changes group box will clarify how to complete this section.</li> </ul> <p><b>Permanency</b></p> <ul style="list-style-type: none"> <li>○ Links to create/modify and/or view for the ASFA Exceptions are now available.</li> <li>○ When copying from a subsequent plan, if the plan being copied from has the current goal the same as the proposed goal, the related fields from the Current Goal section are copied instead of from the Proposed Goal section.</li> <li>○ To support Chapter 48.38 requirements, an edit check was added to require Concurrent Planning when OPPLA is selected for a Permanence Goal.</li> </ul> <p><b>Well-Being</b></p> <ul style="list-style-type: none"> <li>○ When using the 'Create Family Interaction Plan' link to create a new Family Interaction Plan, the system will bring up the copy over page if previous Family Interaction Plan(s) exist.</li> <li>○ The “Describe Family Interaction Plans” label is now visible at all times.</li> <li>○ Quick Links have been added to the header to allow the user to jump to a specific section of the page.</li> </ul> <p><b>Planning &amp; Services</b></p> <ul style="list-style-type: none"> <li>○ New warning messages will inform workers when new information pre-fills from the Initial Assessment. This no longer overwrites existing user entered text and instead appends to the end of the narrative field.</li> <li>○ The Parent/Caregiver and the Family narratives on the Planning &amp; Services tab are no longer required when the child is a relinquished child.</li> <li>○ Static text (highlighted yellow) will display on the Child Goals &amp; Services group box indicating how many Actionable Items from CANS have been considered and how many still remain.</li> <li>○ Vertical scrollbars in the Children, Parents/Caregiver and Family Goals and Services group boxes have been removed. A drop-down now displays in the Goals &amp; Services Displayed group box to filter content displayed.</li> </ul>
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<b>Confirming Safe Environments</b>	<p>Hyperlinks are now available on the Confirming Safe Environments (CSE) page and the Reconfirming Safe Environments (RCSE) page to view the associated CANS.</p> <p>Expandable Narrative Control and Page Resizing features are new to the CSE and RCSE pages.</p> <p>Reconfirming Safe Environments no longer shows up as the unlicensed version even though the provider is licensed as of effective date if the original placement with the provider was unlicensed.</p> <p>Workers are now able to create a CSE when placement history includes the following:</p> <ul style="list-style-type: none"> <li>Foster Home with Provider A</li> <li>Missing from Out of Home Care</li> <li>Foster Home with Provider B</li> <li>Missing from Out of Home Care is the first placement in an episode</li> </ul>
<b>Create Case Work</b>	<p>Workers are able to multi-select children for Case Plan from Create Case Work.</p> <p>The Permanency Plan - ASFA Exceptions was moved from Planning to Case/Perm Plan.</p>
<b>Desktop</b>	<p>The relationship of the relative for the Notification of Placement now shows on the desktop display.</p> <p>The Reconfirming Safe Environments associated with a perm plan can be found on the desktop, nested underneath the associated plan.</p> <p>Case/Permanency Plan no longer disappears on the outliner when the original child chosen is removed from the Case Plan.</p>
<b>Foster Care / Out of Home Placement</b>	<p>The Uniform Foster Care Rate (UFCR) template change impacts any user wishing to print or view the Foster Care Rate template. The change dynamically updates the Effective Basic Rates (displayed on the template) based on the Rate Effective Date of the Foster Care Rate. This ensures that if a Foster Care Rate is documented with a Rate Effective Date in 2013, then the template will display the 2013 Basic Rates. If the Foster Care Rate is documented with a Rate Effective Date in 2014, then the template will display the 2014 Basic Rates. This change will also ensure that moving forward, any increase in the Basic Rates will automatically be inherited and display correctly on the Foster Care Rate template.</p> <p>When ending an Out of Home Placement with an end reason of Trial Reunification, a new page appears called the Trial Reunification Address Select. This page allows you to select the address of where the Trial Reunification is occurring. There are five different addresses to choose from: the person who the child was originally removed from, the child's mother, the child's father, and the child's first and second guardian. These addresses are derived based on the persons being linked to the Parent Info tab of the child's Person Management page. Once an address is selected, it displays on the Provider tab of the Out Home Placement page.</p> <p>This Out of Home Placement and Foster Care change will affect any user who works with the documentation of Foster Care Out of Home Placements and the associated Foster Care Rates.</p> <p>This change brings the removal of our Birthday Batch and the age-specific Foster Care Service Types. Users will no longer choose a 0-4, 5-11, 12-14, or 15+ age-specific Service Type when documenting a Foster Care Placement. All Level 2, Level 3, Level 4, and Level 5 Foster Care Placements will be documented using the new Service Type (Foster Home - Level 2+). All open placements and active Foster Home Licenses will be converted over to this new Service Type. The Payment Generation batch has been modified to pay based on the age of the child. Upon creation of a new Foster Care Rate, the page will evaluate whether or not a child is aging up to the next age-range within the next 6 months. If the child is aging up, the page will automatically set the end date of the Foster Care Rate to be one day prior to the birthday. Following this, any new Foster Care Rate will inherit the new Basic Rate for the next age-range. Timely entry of CANS data is critical to ensure that Foster Care Rates are being created every 6 months and that this age evaluation occurs.</p>

<b>Foster Care / Out of Home Placement (cont.)</b>	<p>Modifications were made to the Foster Care Rate page to allow users to "make-in-error" Foster Care Rates no matter where they fall in the order of other Foster Care Rates that may exist. This will allow users to make Foster Care Rates "in error" without impacting other Foster Care Rates around them. This will provide a more accurate picture of the timely entry of these pieces of work, and will eliminate the extra work and fiscal impact that users currently encounter when having to make changes to Foster Care Rates that are embedded within a string of Foster Care Rates.</p> <p>To complement the above change, users will also be able to create new Foster Care Rates that fill in "gaps" where a Foster Care Rate should be documented and is missing. A new component of the Create Foster Care Rate Page will evaluate whether or not a gap or gaps exist for a selected child, within a specific case. The user will be presented with the option to fill in a gap, or create a new Foster Care Rate. Our Payment Generation Batch will subsequently pick up and process any new Foster Care Rate that is documented.</p>
	<p>Modifications were made to the Out of Home Placement and Service pages to allow users to "make-in-error" Out of Home Placements and Services page. In lieu of checking the Override checkbox and selecting an end reason of Made in Error, a "Made in Error" option is now available on the Out of Home Placement and Service pages.</p>
	<p>A new process has been added that allows users to delete a Placement or Service Ending request, no longer requiring users to approve Ending requests once one is initiated. Prior to this change, this occasionally meant having to approve a Placement Ending when one was initiated in error, then making the whole placement "in error", and then recreating the placement. This created Payment/Overpayment, CANS, and Foster Care Rate documentation issues, and impacted Placement Timeliness Reporting. This change allows users to delete the request (as long as it has not been finally approved), avoiding all of the issues identified above.</p>
<b>ICPC</b>	<p>Three Interstate Compact for the Placement of Children (ICPC) templates have been modified:</p> <ul style="list-style-type: none"> <li>○ ICPC Placement Request (DCF-F-CFS0100A-E)</li> <li>○ ICPC Report on Child's Placement Date or Change of Placement (DCF-F-CFS0100B)</li> <li>○ Wisconsin Interstate Compact on the Placement of Children (DCF-F-CFS2392-E)</li> </ul>
<b>Planning</b>	<p>The Permanency Plan - ASFA Exceptions was moved from Planning to Case/Perm Plan.</p>
<b>Relative/Non-Relative Search</b>	<p>The Relative/Non-Relative Search and Engagement Notification (DCF-F-2808-E) has been revised to add the child name, person ID, case ID and date to the template.</p>
<b>Search</b>	<p>The Search page, accessed through the desktop and Utilities, now has page resizing.</p>
<b>Subsidized Guardianship</b>	<p>The following changes were made to support policy and user requests.</p> <p><b>Subsidized Guardianship Agreement Amendment</b></p> <ul style="list-style-type: none"> <li>○ A new field (New Supplemental Amount) has been added to the Amended Agreement Information section and prefills with the new supplemental amount calculated on the new Amended Agreement.</li> <li>○ Two new fields: Supervisory Approval Date and Supervisor Name, have been added to the Decision section of the page. Workers will be unable to generate approval or denial documents until this has been entered. Both fields are required upon approval.</li> <li>○ Denied amendment requests will now save with the original effective date of the Amendment instead of the approval date.</li> <li>○ The Received Date is no longer enabled or required when the location of a Child Abuse and Neglect Background Check is 'eWiSACWIS'.</li> <li>○ When an Amendment Decision is 'Denied' only the Amended Agreement Request Received is required to be documented.</li> <li>○ The Appeals Override Decision and Hearing Documentation group boxes have been renamed Override Decision and Override Documentation, respectively.</li> <li>○ A new value of Override Rate Without Appeal has been added to the Override Reason and does not require appeals documentation to be entered.</li> <li>○ The Override Reason of 'Denial Overridden-Approved' has been renamed to 'Denial Overturned'.</li> <li>○ All text entered in the Override Decision Comments box is now viewable by scroll bar after an Amended Agreement is approved.</li> </ul>

<p><b>Subsidized Guardianship (cont.)</b></p>	<p><b>Ticklers</b></p> <ul style="list-style-type: none"> <li>○ The existing tickler, Subsidized Guardianship Termination of SG at Age 18, and associated template have been changed to be generated by an overnight process.</li> <li>○ A new tickler, Notice of Subsidized Guardianship Suspension or Termination, has been added. The tickler is created when the most recently approved Subsidized Guardianship Eligibility is 'Suspend' or 'Terminate'. The tickler is due 30 days from approval of the Suspension or Termination and is deleted when the Notification of Subsidized Guardianship Suspension or Termination template is printed or the tickler is removed via Tickler Management.</li> <li>○ A new tickler, SG Eligibility Termination at 19, has been added. The tickler is created 130 days prior to the child's 19<sup>th</sup> birthday. The tickler is deleted when the Request for Continuation of SG for a Child Over 19 template is printed, the Subsidized Guardianship is terminated, or the tickler is removed via Tickler Management.</li> </ul> <p><b>Subsidized Guardianship Eligibility</b></p> <ul style="list-style-type: none"> <li>○ Terminations of Subsidized Guardianships are now done by a weekly overnight process and do not immediately close the associated SG Agreement and Service. Rather, a 'Termination as of' date has been added to the Subsidized Guardianship Eligibility Determination Page. If a determination of 'Terminate' is made, calculations on the page determine the date of termination based on the information entered. The agreement and service are ended based on the 'Termination as of' date entered and subsequent overnight processing.</li> <li>○ If an annual review was not completed and both 1<sup>st</sup> &amp; 2<sup>nd</sup> Requests for Information to Determine Continued Eligibility have been generated and printed, Subsidized Guardianship will be suspended as 'Annual Review Not Returned.' <b>Note:</b> Per policy, Annual Reviews cannot be entered more than 60 days prior to the Annual Review due date. Those entered more than 60 days prior will not be recognized and payment will be Suspended.</li> <li>○ A new eligibility type of 'Guardian Failed to Respond' will become available after a determination of 'Annual Review Not Returned' has been created. This allows for counties to enter a manual termination and can be done at any time after the automatic suspension.</li> <li>○ New functionality was added to reopen a Subsidized Guardianship Agreement and related Service that were ended in error.</li> </ul>
<p><b>System Wide</b></p>	<p>When opening a template, workers will no longer receive a yellow banner prompting them to enable macros. This change no longer requires workers to select the Enable Content button each time a template is opened.</p> <p>Note: for counties that manually install ocx files, the files are available on the eWiSACWIS Knowledge Web.</p> <p>A 'Print' button is now available on the Validation Errors page along with the ability to expand the Validation Errors page to full screen. Clicking the Print button will not be limited to the viewable text on the screen but will print all the validation messages contained within the message box.</p> <p>A new Resource page can be accessed from the new "Resource" button on the eWiSACWIS toolbar. This page will be used to display links to helpful resources.</p>

## Provider

### Description

A Fatal Application Error no longer appears on the Home Provider page when a new provider record is created.

The last page of the Foster Home License has been updated to identify the preference of age of children to be placed. Please note newly licensed foster homes will be licensed for 0-18 year olds as part of this change. Existing foster homes will continue with the their existing age range until a modification or renewal occurs

This change brings the removal of the age-specific Foster Care Service Types. You will no longer choose a 0-4, 5-11, 12-14, or 15+ age-specific Service Type when adding licensed services types to a Foster Home License. All level 2, 3, 4, and 5 foster home placements will be documented using the new Service Type (Foster Home - Level 2+). All open Out of Home Placements and active Foster Home Licenses have been converted over to this new Service Type.

## Templates

Template	Description
Adoption Assistance Child Family and Payment Summary Information (DCF-F-CFS0075-E)	The template was revised per policy. Changes included removal of pre-CANS language, language changes, prefilling of amounts based on what was entered on the agreement, etc.
Advance Notice of Termination of Adoption Assistance <b>at Age 18</b> (DCF-F-CFS2417-E)	The template name was changed to add "...at Age 18" and minor language changes per policy and formatting changes were made.
Notice of Amendment Expiration Complete Documentation Requested (DCF-F-2766-E)	The template was modified to update the prefilling of information, update language per policy, and enhance usability.
Notice of Amendment Expiration Option to Continue Current Rate (DCF-F-2767-E)	The template was modified to update the prefilling of information, update language per policy, and enhance usability.
Notice of Decision on Subsidized Guardianship Eligibility Status (DCF-F-CFS2420-E)	Language for I, II, III was modified per policy. Additionally two new sections, IV and V were added. The applicable checkbox(s) and related date(s) prefill into the template based on the most recently approved eligibility determination.
Subsidized Guardianship Eligibility Determination and Perm Plan Addendum (DCF-F-2691-E)	The template was modified to update the prefilling of information, update language per policy, and enhance usability.
Request for Continuation of SG for a Child Over 19 (DCF-F-441-E) <b>NEW</b>	This new template is generated 130 days prior to the child's 19 <sup>th</sup> birthday. The template can be launched from the Subsidized Guardianship Eligibility Notices and Decisions Template History tab, or via the AA/SG Eligibility Notices and Decisions utility. A newly created tickler opens the Subsidized Guardianship Eligibility Notices and Decisions Template History tab when clicking on the tickler hyperlink.

<p>Notification of Subsidized Guardianship Suspension or Termination (DCF-F-2737-E) <b>NEW</b></p>	<p>This new template is generated when an approved SG Eligibility is Suspend or Terminate. All information to the template prefills. Reasons for Suspension or Termination prefill based on information entered on the child's eligibility, date of birth, and other applicable circumstances. An associated tickler is also created, which opens the Subsidized Guardianship Eligibility Notices and Decisions Template History tab when clicking on the tickler hyperlink. The template can be launched from the Subsidized Guardianship Eligibility Notices and Decisions Template History tab, or via the AA/SG Eligibility Notices and Decisions utility.</p>
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